



**University of Colombo
Sri Lanka**

VACANCIES

The University of Colombo will entertain applications for the following posts from those who possess required qualifications.

01. MANAGEMENT ASSISTANT (BOOK KEEPING) GRADE III

Qualifications:

01. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-

1. Sinhala Language/Tamil Language
2. English Language /English Literature
3. Mathematics

and

02. Should have passed in all subjects at G.C.E. (A/L) examination (except the Common General Papers) at one sitting.

Preference will be given to those who possess the following;

- a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

&

- b) Two years of experience in the use of computer application packages.

Post Specific Qualifications

- a) The National Certificate for Accounting Technicians of the Sri Lanka Technical College/ College of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

OR

- b) G.C.E. (A/L) qualification should be in the Commerce Stream.

Salary Scale : Rs. 49,475 - 17 x 540 - 58,655 p.m - U MN 1 (III)
Method of Recruitment : By Written Examination and Interview

02. MANAGEMENT ASSISTANT (SHROFF) GRADE III

Qualifications:

01. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-

1. Sinhala Language/Tamil Language
2. English Language /English Literature
3. Mathematics

and

02. Should have passed in all subjects at G.C.E. (A/L) examination (except the Common General Papers) at one sitting.

Preference will be given to those who possess the following;

- a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

&

- b) Two years of experience in the use of computer application packages.

Post Specific Qualifications

Out of the three passes expected at the G.C.E. (Advanced Level) Examination under the general educational qualifications mentioned in the Scheme of Recruitment, one shall be for **Accountancy**.

Note: A Security Deposit to be furnished as determined by the UGC/Higher Educational Institution.

Salary Scale : Rs. 49,475 - 17 x 540 - 58,655 p.m - U MN 1 (III)

Recruitment Method : By written Examination and interview

In addition, applicants must;

- a) Should be a citizen of Sri Lanka.
- b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- c) Should be of good character.

The selected candidate will be a member of the Universities Provident Fund and the Universities Pension Scheme. He/she will contribute **10%** of his/her monthly salary to the Universities Provident Fund and at the same time, the employer will make a total contribution equivalent to **15%** of the employee's salary of which **8%** will be credited to the Universities Pension Fund and **7%** to the Universities Provident Fund. Three percent (**3%**) of the salary will be contributed by the University to the Employees' Trust Fund in terms of the provisions of the Employees' Trust Fund Act, No. 46 of 1980. In addition, the Government-approved allowances applicable to the University system will be paid.

The instructions for completing the application process can be obtained by visiting the University website and **All applications should be submitted by filling out the Google Form under the website.**

(<https://cmb.ac.lk/vacancies>)

It is **compulsory** to send a hard copy of the **same** generated PDF document with the signature of the Candidate. Any alterations made to the original document and non-submission of the hard copy of the original PDF document on or before the closing date of applications cause disqualification from the selection process. If the prospective candidate is currently employed at a higher educational institution, government department, or government corporation, the recommendation of the Head of the Institution shall also be included in the application.

Additionally certified copies of relevant educational (including transcripts), professional, extra-curricular, service certificates, Birth Certificate and National Identity Card Copy are also required to be enclosed to the afore said complete application and be forwarded the same under the registered post to the **Senior Assistant Registrar/Non-Academic Establishments, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before **15.12.2025**. All copies of certificates should be certified by a public officer holding an executive level post/a Justice of the Peace/a Commissioner for Oaths/a clearly holding a post or incumbent of a religious center/Grama Niladari of the area of permanent resident.

The Post applied for should be marked on the top left-hand corner of the envelope. Applications that are **incomplete, hand-written, submitted without attaching certified copies of relevant certificates to prove qualifications and experience, submitted using sample forms, or received after the closing date will be rejected**. Once rejected, such applications will not be reconsidered under any circumstances.

Applicants from Government Departments, Corporations and / or other Statutory Boards should channel their applications through the Head of such Institutions. Applications not forwarded through the Head of the Department will be rejected.

Registrar
University of Colombo
Colombo 03